

Dixie State University- Central Scheduling and Event Guidelines

All events and the use of venue/space must be scheduled and these guidelines followed for the best outcome of any event.

Priorities of Events (Officially approved events that promote the DSU mission)

1. Advancement of the educational mission, specifically academic classes and curricular program requirements.
2. Official DSU student organizations, followed by college and department mission compliant events.
3. DSU colleges, departments, or committees approved (Co) Sponsored faculty and staff events.
4. Community events, followed by public and commercial events.

* The occupants and/or main users of a particular venue/space will have priority over equally prioritized groups in that area. Examples include, but are not limited to, DSUSA in the Gardner Center, Athletics in the Burns Arena, and The College of Arts in the Eccles Fine Arts Center.

Fee Structure (Refer to the applied DSU Facility and Event Fee Schedule for standard rates)

1. **Official Institution Sanctioned** - Will not pay fees for the rental use of a campus venue/space, basic (FT) staffing, equipment configuration and set up/take down (some hard costs may apply).
2. **University Schools and Departments (Co) Sponsored** - Will typically not pay fees for the rental use of a standard campus venues/space, basic (FT) staffing, equipment configuration and set up/take down, but the university department will pay for applicable hard costs (extra labor including part-time, special production/equipment, non-standard set-up/take down, etc.).
3. **Government/Non-Profit 501(c)(3), Employee, DSU Sponsoring Partnership (revenue generating)** - Will pay a discounted fee rate of 33% off the commercial and public fee schedule in the areas of venue/space, basic (FT) staffing, and equipment rental (excluding all applicable hard costs).
4. **Public or Commercial** - Will pay the full applicable fee schedule rate, if able to accommodate.

* The Event Services and Risk Management Department (ES & RM) will apply fairly and consistently all event requests and fees in regards to DSU policy, procedures, and these department guidelines.

Event Services Responsibilities

Central Scheduling- Serves the client and applies DSU policy, procedures, department guidelines, appropriate level of priority and fee schedule to any venue/space request. Identifies the availability and appropriate event venue/space for the request. If available, holds the space, date, and time as pending. Notifies and works with all other applicable university organizations for individual review and approval. Confirms the event venue/space, date, time, and resource availability. Gives approval to the client of their event. May connect events to the online master calendar and website. May disperse applicable invoices to accounts receivable.

Production- Coordinates and hosts pre-production meetings and budgeting contracts of DSU resources. Applies appropriate level of priority and fee schedule to all events. Provides house management and all technical audio and visual production needs. Assists with managing all DSU event venues/spaces and maintenance of equipment.

Guest Services- Coordinates and hosts events for the DSU community. Provides basic guest services, set up and take down of tables, chairs, stages and a/v. Manages the Gardner Center including budget, maintenance, and custodial services.

Ticketing Office- Provides affordable and quality ticketing services, house management, and ushering.

Parking Management- Provides parking management, mapping, and enforcement.

Risk Management & Safety- Provides risk analysis. Reviews and approves certificates of insurance. Administers fire code evaluation, interpretation, permitting (flame artesian, pyrotechnics, special effects, etc.) and enforcement. Assists with health and safety compliance.

Requestor and/or Sponsor Responsibilities

Scheduling requests must be made within the minimum time requirement with a date, time, and location. Determines and confirms event content, talent, and adequate budget for the event. Attends all required meetings and assures the completion of scheduling paper work. Is responsible for contractual obligations, publicizing and advertising the event, only after it has been confirmed by Central Scheduling. Identifies the target audience, number of attendees, and resource needs. Understands and commits to follow all DSU policy, procedures and ES & RM department guidelines. Is responsible for the utmost care of the rented facility/space and equipment. Furthermore, agrees to pay for all costs associated with an event, including any damages or event losses. Uses and secures DSU Dining services for food requirements. Contacts and gains approval of all other applicable DSU organizations. Hosts and guides the event for guests, and agrees to comply with seating and capacity requirements. The Sponsoring group will attend the event and will be the liaison between the group and ES & RM.

* If the Requestor and/or Sponsor defaults on its responsibilities, ES & RM reserves the right to decline services and facility use.

Guidelines & Definitions

Event Scheduling- For the best outcome of your event these guidelines must be followed.

Use Agreement- Renters are bound to all terms and conditions of guidelines/contracts, and consent to follow DSU policies, procedures and safety guidelines.

Disclosure- Fee schedule amounts are standard estimates. Charges may vary and will apply depending on the size, complexity, and resources needed for an event.

Minimum Time Requirements- Events must be requested and approved at least two weeks in advance for small events and one month for large or Special events.

Large/Special Events- Capacity of >150 and/or with a significance amount of risk, production, or use of resources.

Small Events- Capacity of <150, conferences, classes, or events with minimal to no risk, production, and use of resources.

Official Institution Sanctioned- Institutionally funded events, such as academic classes and the 50 standard approved events approved by the President's Cabinet.

University Schools and Departments- Official university entities Sponsoring or Co-Sponsoring an event with approval of the Dean or Department Head (Director). The main function of these sponsored events are for student learning, programs, and recruitment, institutional business, and faculty/staff development.

Non- Profit 501(c) (3), Employee, DSU Sponsoring Partnership (revenue generating) - Documented Non-Profits with IRS 501(c) (3) status; DSU (full-time or part-time) employees; Partnerships generating revenue primarily for public/community entities and/or audiences.

Public or Commercial - A public or commercial for profit and/or revenue generating event.

Internal Control Measures- DSU administration has identified 50 historically supported and/or sanctioned events that Event Services will prioritize and maintain. All other requests will be processed based on policy priorities and resource availability.

Sponsorship- A sole primary sponsored event by an official school, department, faculty and staff organization.

Co-Sponsorship- A primary university event co-sponsored with an outside organization.

Standard Rental- Includes the venue/space, room configuration, and equipment (chairs, desks, tables, computers, tv, stage, a/v, etc.) assigned to that space.

Hard Costs- Costs charged above the Standard Rental including but not limited to staffing, production time, extra and specialized equipment.

Basic Staffing- Two Event Services (Production) personnel.

Minimum Staffing Requirements- Due to the size and complex nature of some event venues, the following minimum staffing assignments may be applied to your event. Hansen Stadium/Burns Arena- 4, Cox Auditorium- 4, Eccles Main Stage-3, Eccles Concert Hall- 2.

Ticketing- Must follow DSU Centralized Ticketing Policy #141 and use the DSU Ticket/Box Office.

Sale of Merchandise- Will follow DSU Policy and Procedures.

Event Sponsorship & Appeals Committee- Comprises of a combination of seven administrative faculty and staff members. Committee members will evaluate and approve scheduling sponsorships in accordance with DSU policy, and Event Services scheduling and event guidelines. For rare, unforeseen, event opportunities that will significantly

benefit the institution, an event exception or appeal may be proposed and determined by the committee. The approval must be consistent with the DSU mission, goals, values, policy and procedures, and bound by majority vote.